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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 13 November 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 7 - 13 November 1952

I. Outstanding Achievements

1. None.

II. Developmental Plans

1. Project 52-18, Training for New Personnel. In process of reviewing curriculum for the Basic Intelligence Course in order to make possible recommendations on it to the D/TR and the Chief, IT/D. The new definition of professional personnel by the Professional Selection Panel is being used in the drafting of the final edition of a proposed CIA Regulation on the training of new professional personnel of the Agency.
2. Project 52-19, Revision of CIA Regulation [REDACTED] Completed draft of revision of subject regulation which was considered at a meeting on 12 November. Draft being revised as a result of agreements reached at the meeting. A final meeting will be held this date prior to submittal of the draft for approval of the D/TR and DD/TR(G). 25X1A
3. Project 52-22, Chinese Language Project. Forwarded to FDD materials used in teaching the Chinese language at [REDACTED] California. 25X1A
4. Project 52-36, Language Reference Materials. The AD/IC is in receipt of O/O's reply to the O/TR proposal. Further action upheld pending his review.
5. Project 52-37, Collection and Source Exploitation Manual. Three conferences have taken place. One with [REDACTED] of OSI chiefly concerning his ideas for coupling research with training. It has been reported verably to the D/TR. The second was with L. Douglas Heck, head of State's OLI (Office of Libraries and Intelligence Acquisition) and George Pope, chief of the Library and Reference Services of OLI. Principal purpose of the conference was to verify material about State drafted for the manual; it was accomplished agreeably. The third conference was with [REDACTED] of FI, at his request. It related chiefly to a manual he is preparing and to the prospects of collaboration in some respects. Follow-up to all three of these conferences are projected. 25X1A
6. Project 52-43, Agency Training Requirements. S/PP is in process of analyzing and collating requirements of the various Offices for training in FY 53 and 54, in order to review present programs offered and to make possible recommendations for new programs, plans and policies.

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7. Project 52-55, [REDACTED] Program. Received action in collaboration with Chief, Programs Division, on the AD/Personnel's memorandum of information regarding subject program. Staff action to be completed by 20 November, OTR action by 21 November.

8. Project 52-57.2, S/PP Review. Re-drafted announcement of a program of the Graduate School of Business Administration, Harvard University. Action completed on 13 November.

9. Project 52-58, O/TR Regulation 70. Statement of mission and functions of D/TR and Staff and Division Chiefs of TR(G) approved. Coordinated with [REDACTED] of Support Staff for proper format. In process of preparing final form for signature of D/TR and promulgation.

10. Project 52-56, Survey of O/TR(G) Requirements for Audio-Visual Aids. Project is in process.

11. Project 52-59, Training for Provisionally-Cleared Personnel. Draft of proposed plan for the training of provisionally-cleared professional personnel has been re-drafted. The final wording of the plan is pending the ultimate decision on the status of the UT/L program.

12. Project 52-60, Revision of OCD Manual. Further progress awaits consultation with Chief, TAB, which is expected soon.

13. Project 52-61, [REDACTED] Project is in process.

14. Project 52-63, Proposed Message From DCI. In process of drafting a revised version of the proposed message from the DCI, prepared by S. J. Grogan, for use as a training film in the Basic Intelligence Course.

15. Project 51-3, Summer Seminar on the Near East. The certificates of completion for each participant in the Seminar have been received and forwarded to the Registrar. All the material on cover and security contained in the written evaluations is being typed for the information of [REDACTED] and the Security Control Staff of I&S. The comments on the course content at [REDACTED] are being summarized for the information of [REDACTED]. The evaluation reports will be made available to the Chief, Programs Division and [REDACTED] Project Coordinator, for use at a meeting on 14 Nov.

16. Project 52-15, Summer Seminar on Israel. A written evaluation of the program has been submitted to O/TR by [REDACTED] FDD, O/O, who was the only CIA participant. This evaluation is being reviewed by S/PP after which it will be made available to interested TR(G) Division Chiefs.

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